

DD/A 75-1220

NOTE FOR:

Dick:

I again thank you for your thoughtful and constructive work and guidance devising rules of procedure. I have signed your revised rules submitted on 11 March, and they are filed with as the official custodian. I have received and read Mr. Carver's comments on your revised rules, but have received no other written feedback. In the words of Ed Proctor--George's comments were deficient in only one fashion, i.e., they did not raise for consideration the contingency that the chairman could be struck by a truck. I have contacted George and told him I have signed the revised rules. I further pointed out to him it was my opinion that those rules serve us best at this time that are most general, and, accordingly, I do not see the wisdom in putting us into a bureaucratic straitjacket at this time. I trust you agree.

John F. Blake
Deputy Director
for
Administration

Att

DD/A:JFBlake:kmg (13 Mar 75)

Distribution:

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DD/A 75-1166: RS w/Rules of Procedure - CIA Information Review Committee, dtd 5 Mar 75 by John F. Blake att

STATINTL

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RULES OF PROCEDURE
CENTRAL INTELLIGENCE AGENCY
INFORMATION REVIEW COMMITTEE

The Committee shall be governed by the following rules of procedure:

1. Authority and Jurisdiction. The authority and jurisdiction of the Committee shall be as prescribed by sections 1900.51 "Appeals" and 1900.63 "Suggestions and Complaints" of Part 1900 of Title 32 of the Code of Federal Regulations.

2. Chairman. In the absence of the Chairman designated by the Director in accordance with subsection 1900.51(a), the Members may select an Acting Chairman.

3. Method of Committee Action.

a. Except as prescribed by subparagraphs b and c below, Committee action shall be by vote at a meeting of the Committee;

b. A Member or Members to whom authority to act on appeals is delegated pursuant to subsection 1900.51(a), shall take such action under such procedures, if any, as they may adopt. Such actions shall be recorded in the minutes of a later meeting;

c. If the Chairman determines that any appeal or other matter requires, or is appropriate for, Committee action without a meeting, the Committee may vote by poll.

4. Dates for Meetings. The Committee shall meet at the call of the Chairman, or at the request of any three Members, in either case with advanced written or other notice to each Member.

5. Quorum. For the meeting at which these rules are adopted, the full membership of the Committee shall comprise a quorum. At all other meetings, including any at which the rules are revised or amended, a quorum shall consist of four Members.

6. Voting Requirements. Except as provided in subsection 1900.51(a) of Part 1900 with respect to action delegating authority, Committee action shall be by majority vote of the Members present. In the case of a tie vote, the vote of the Chairman shall carry. In the case of a vote by poll, as provided by subparagraph 3c above, not less than five Members shall be polled and the affirmative vote of at least three Members shall be required.


7. Minutes. The Executive Secretary shall prepare written minutes of Committee meetings for Committee approval at the succeeding or another meeting or by other means. To the extent that classified national security information is discussed or reviewed at a meeting, the minutes as to that portion of the meeting shall be recorded in a separate classified document. Votes taken by poll shall be recorded in the minutes of a later meeting.

8. Executive Secretary. The Chairman shall appoint an Executive Secretary to perform staff assistance and coordination of Committee matters, throughout the Agency, as the Chairman may direct.

These procedures were approved by the Committee at a meeting on March 5, 1975, all Members being present and voting in the affirmative.

STATINTL

5 March 1975
Date


John F. Blake
Chairman
Interagency Review Committee